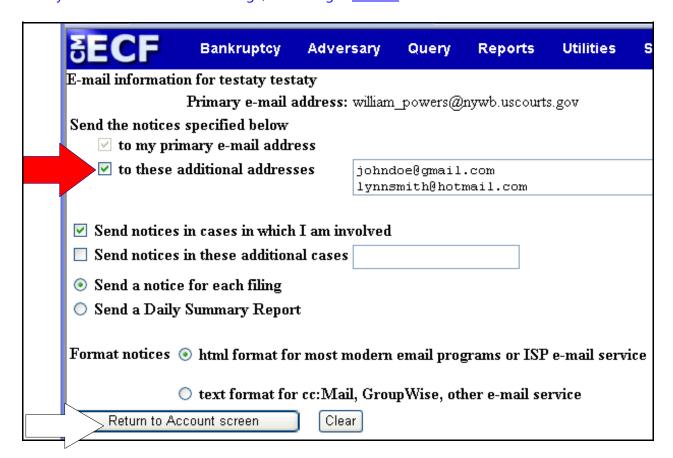
## **CM/ECF - Change your Secondary Email Address**

- 1. Login to the CM/ECF Document Filing System: https://ecf.nywb.uscourts.gov/
- 2. Go to the blue bar at the top and click "Utilities"
- 3. Under the heading: "Your Account", click "Maintain Your ECF Account"
- 4. Towards the bottom of the screen, click on "Email information"
- 5. Place a check mark in the box: "to these additional addresses".
- 6. Enter additional email addresses. Use a hard return between email addresses.
- 7. Towards the bottom of the screen, click on "Return to Account screen"
- 8. Towards the bottom of the next screen, click on "Submit"
- 9. Towards the top of the next screen, click "Submit" **again**. You MUST receive the following message: "The update was successful.....". If you do not receive the message, the changes *will not* be saved.



To update your "*Primary e-mail address*", see instructions on our website at: <a href="https://www.nywb.uscourts.gov">www.nywb.uscourts.gov</a>. Go to the heading: Forms > New York Western Procedural Forms > Procedures for Attorney Substitution and Change of Contact Information > Request for Change of Contact Information in ECF System